

# OCFO BULLETIN



FY95 No. 16

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## EVENTS CALENDAR

### DOLAR\$

07/27/95 July WCF cycle.

Early 08/95 OCFO/DOL Agency meeting on FY 1995 DOLAR\$ year-end closing and conversion plan.

### WCF

08/24/95 Working Capital Fund Committee meeting, FPB, Room C5515, Seminar Room 2, 10:30 a.m.

### OCFO TRAINING

07/25/95-07/27/95 OCFO Financial Management Conference to be held in the BLS Conference Center, Washington, DC.

Early 08/95 "DOLAR\$ and Financial Management" pilot course to be conducted for BLS staff. (Exact dates forthcoming.)

### REGIONAL TELECONFERENCE SCHEDULE

<u>Date</u>	<u>Day</u>	<u>Time</u>
08/01/95	Tuesday	2:00 p.m.

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## OPERATIONS, DEVELOPMENTS, AND EVENTS

1. Edmundo Gonzales was confirmed as Chief Financial Officer of the Department of Labor on June 30, 1995. Mr. Gonzales, of Colorado, was appointed Deputy Assistant Secretary of Labor-Management Standards, Office of the American Workplace, by Secretary Reich in October 1993. From 1983 to 1993, Mr. Gonzales served in a number of positions as an executive with U.S. West. He directed the U.S. West Risk Management Operations and Quality Administration and designed new budgetary and strategic planning processes for the Denver Public School District as a loaned executive. In addition, Mr. Gonzales was a field attorney for the National Labor Relations Board and also practiced labor and trade regulation law for U.S. West. Mr. Gonzales is a graduate of the University of Colorado Law School and also has a Master of Business Administration from the University of Colorado. He earned his Bachelor of Arts at Arizona State University. Our forthcoming financial management conference will provide a number of you with the opportunity to meet Mr. Gonzales and learn about his plans for financial management in DOL.

**OPERATIONS, DEVELOPMENTS, AND EVENTS (Continued)**

2. Financial Management Conference. The OCFO will host a Financial Management Conference July 25-27, 1995, in the BLS Conference Center at the Postal Square Building in Washington, DC. Attendance is open to all financial management personnel in the Department. Conference agenda topics include: finance office relationships; government-wide changes regarding travel, electronic commerce and human resources; systems initiatives (Automated Time and Attendance System, Interactive Payroll System, DOLAR\$, and Travel Manager Plus); and accounting policy and operations. Conference times are 8:30 a.m. to 5:00 p.m. on July 25-26, 1995, and 8:30 a.m. to noon on July 27, 1995. For further information, call Terry Conroy on (202) 219-6891.
3. DOL FY 1994 Consolidated Financial Statement Audit. The OIG issued the FY 1994 consolidated financial statement audit report on June 15, 1995. Copies of the report have been distributed to all Agency Financial Managers and Regional Finance Officers. The OIG determined that the FY 1994 principal financial statements were fairly presented. However, the scope of the audit was limited with respect to coal tax and Federal unemployment tax revenues due to circumstances beyond the control of the Department. In the internal control report, the OIG noted that management continues to make substantial progress in executing its financial reporting responsibilities. The OIG's report on compliance did not identify any instances of Labor's non-compliance with laws and regulations in connection with the financial statement audit.
4. FY 1995 Audit. The OIG held an entrance conference with agency financial managers on July 14, 1995, on the Accounts Payable, Undelivered Orders and Disbursement section of their annual audit. At the conference, the OIG and the lead contractor auditing firm committed to exit conferences with financial managers prior to leaving the audit site. The purpose of the exit conferences is to provide financial managers with the details of all questioned documents and to allow for time for the financial manager to respond to all findings. If you are not provided an exist conference, you should contact Norman Perkins on (202) 219-8314.

In addition, the OCFO will draft minimum documentation requirements for year-end accruals. Upon completion of the draft requirements, Agencies and OASAM Regional Offices will be given ample opportunity to comment on them.

5. FY 1995 DOLAR\$ Year-end Closing. We are now in the planning stage for the FY 1995 DOLAR\$ closing and conversion to FY 1996. The annual OCFO/Agency meeting to review and refine the closing and conversion plan will be scheduled for early August. A memorandum confirming the date, time, and location will be issued shortly.

Offices that have not yet responded to our request for recommendations for the FY 1996 Object Class Listing should do so as soon as possible so that we will have sufficient time to review the recommended changes and, where appropriate, incorporate them in the FY 1996 Listing before the start of the new fiscal year. Please E-Mail your recommendations to Charesse Tyner in the Office of Accounting and Payment Services. The second edition of the FY 1995 RCC Codebook was issued under Transmittal Letter No. 57 for DOLAR\$ Procedures, Volume II, dated June 28, 1995. It should be used as a guide for defining valid FY 1996 RCCs. Within the next two weeks, we will issue a request for additions or deletions to Agency RCCs and IACs for inclusion in the tables for FY 1996.

**OPERATIONS, DEVELOPMENTS, AND EVENTS (Continued)**

6. GSA Rent Automation. This is a reminder to National Office Agencies and Regional OASAM Offices that RCC verifications for GSA rent distribution are now due.
7. Travel Manager Plus Pilot. End user training on Travel Manager Plus was conducted for National Office staff June 19 - 23, 1995. A two hour training seminar format was used to provide basic information on how to use the system to produce travel authorizations and vouchers. This format was well received and will be the basis for future Travel Manager Plus end user training.

Approximately 145 travelers are now participating in the pilot. Almost all of the regions have either trained their end users and installed the software or have these activities scheduled. We are working with the remaining regions to get them on board.
8. CATARS Update. The CATARS pilot is underway with NCSC and ETA participating. All old CAMS capitalized asset transactions for these agencies through the end of FY 1994 have been converted from the CAMS to CATARS. All new FY 1995 capitalized asset transactions (being flagged in DOLAR\$) have been loaded to the CATARS holding file. Both the NCSC and ETA CAMOs are now gathering the remaining asset information required (using the DL 1-55C) to begin entering the data into CATARS. The pilot is scheduled to run four to six weeks. An overview of this new system will be presented at the Financial Manager's Conference.
9. Prompt Pay Report. The request for third quarter prompt pay information has been issued. Please submit quarterly data for all prompt pay payments not processed through the DOLAR\$ Accounts Payable Subsystem via E-Mail or FAX to Mark Wolkow in the Office of Financial Integrity by Friday, July 21, 1995.
10. Prompt Pay Rate. The new prompt pay interest rate for the period July 1, 1995, through December 31, 1995, is six and three-eighths (6.375) percent. This is the penalty interest rate for late payments.
11. Tax Refund Offset. The tax refund offset process is underway for 1996. The second cycle of debtor information has been submitted to the IRS for address information.
12. July WCF Cycle. The date for running the July WCF cycle is July 27, 1995. Agency redistribution will be allowed July 28 - 31, 1995. The OASAM servicing finance offices should ensure as much as possible, that WCF expenditures for June have been recorded in DOLAR\$ by July 25, 1995.
13. Treasury Training. The fifth annual Government Financial Management Conference, hosted by the Treasury Department's Center for Applied Financial Management, will be held August 16-18, 1995, in the Hyatt Regency, Bethesda, MD (located at the Bethesda Metro stop). The 1995 conference will include the following agenda topics: GPRA, NPR, and Congressional updates; FASB: The New Accounting Standards; audited financial statements; managing human resources; new technologies in financial systems; and, perspectives for program managers. The fee per person is \$495. For more information, call the Center for Applied Financial Management on (202) 874-9560 or Terry Conroy on (202) 219-6891.

The Center for Applied Financial Management is offering a new two-day course titled "Budget

## OPERATIONS, DEVELOPMENTS, AND EVENTS (Continued)

Execution Game," September 25-26, 1995. It covers the basics of the budget process, differentiates between the budget process and the accounting process, and explains the role of the budget office in the agency. Additionally, the course introduces the student to budget reports, showing how portions of Federal appropriations are tracked, on a program level, throughout the year. Developing a plan of attack for budget planning and how to identify potential problems that are often caused by forces outside the control of program managers will also be discussed. The target audience for the course is program managers and staff. The fee is \$285.

Course offerings through the Center for Applied Financial Management for August and September are listed below. Submit registration information to Registrar, Center for Applied Financial Management, 1411 K Street, NW, Room 1100, Washington, DC 20005. All classes are held at 1411 K Street NW, 11th Floor, unless otherwise noted. For information call (202) 874-9560.

August	9	Fundamentals of Cash Management
	10-11	Appropriations Law
	15	1995 Year-End Closing Seminar
	16-18	5th Annual Government Financial Management Conference
	21-23	Standard General Ledger (SGL)
	28	Certifying Officers
	29-30	Dollars and Sense
	31	Managing Your Imprest Funds
September	8	Basic Accounting Concepts
	11-12	Appropriations Law
	13-15	Accrual World
	18-19	SF 1219/1220
	20	Reconciling Differences
	21-22	SF 224
	25-26	Budget Execution Game